

STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 25 January 1956

FROM : Chief, Assessment and Evaluation Staff

SUBJECT: Weekly Report #4
Assessment and Evaluation Staff
19-24 January 1956

I. SIGNIFICANT ITEMS.

A. Office of the Chief.

Mr. George G. Carey, DAD/O, in a memorandum to the Director of Training, states he has found the Language Aptitude Testing Program conducted by the A & E Staff "of considerable value" and "in several cases . . . the deciding factor in a personnel action." He further states, "A definite correspondence has been noted between candidates' scores on the aptitude tests and their progress in language training in FDD." In addition to commending the results of the program, Mr. Carey indicated his pleasure at the courtesy and promptness in testing and reporting testing results.)

The correspondence between test results and progress in language training is, of course, expected on the basis of the research that was undertaken to develop the Foreign Language Aptitude Testing Battery. This research was begun three years ago, and follow-ups both of the formal and informal varieties have demonstrated its value. The results make it possible to insure that those without the necessary language aptitude are not chosen for expensive training.

II. OTHER ACTIVITIES.

A. Office of the Chief.

At the request of Mr. Warfield, Chief, Office of Training, USIA, a demonstration of the value of a psychological testing program was given to him, to his assistant, Mr. Doster, and to Mr. Little, Director of Personnel, USIA, by the Chief, A & E, and [redacted]

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B. Training Evaluation Branch.

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1. [redacted] met with Messrs. [redacted], LETS, to discuss evaluation procedures in the Area Training courses. [redacted] is drafting a proposed evaluation form, based on this discussion, incorporating three adjectival ratings and two ratings of observed student performance.

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[redacted] will provide sample rating scales for possible use in these courses. Services of the branch were offered to assist in standardizing procedures for grading essay examinations.

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2. A further meeting was held with Chief Instructor, BOC, to compare grade predictions with the grades achieved on the first examination administered to BOC #25.

3. [] met with [] Chief Instructor, CPW Course, to discuss evaluation techniques and to review a practical exercise presently being used in this course.

4. [] visited [] on 19 January to assist [] in reviewing material for use in the Operations Course.

III. PERSONNEL NOTES.

[] has been fully cleared and visited Headquarters on 23-24 January for his pre-employment physical.

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